

U.S. Department of Homeland Security  
American Embassy-London  
P.O. Box 2444  
London W1A 5WT



U.S. Citizenship  
and Immigration  
Services

CHECKLIST FOR  
PETITION FOR ALIEN PARENT  
Updated: August 2<sup>nd</sup>, 2006

In order to help you prepare your I-130 correctly, utilize the following checklist. Print you and your parent's full names below; print a copy of this checklist and attach it to the top of your petition prior to mailing it to this office. This will speed up the process of filing your I-130 petition.

\_\_\_\_\_  
Print Full Name of Petitioner

\_\_\_\_\_  
Print Full Name of Your Parent

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**I-130 (Petition for Alien Relative):**

- ☐ Ensure you print legibly.
- ☐ The address in B.2 and C.2 should be your UK physical address; not a mailing address.
- ☐ Ensure you complete all blocks. If not applicable, enter "Not Applicable" or "NA".
- ☐ Write your full name where required; no initials.
- ☐ Dates must be listed in month/day/year format; March 20, 2005 should be written at **3/20/05**.
- ☐ **Petitioner's email address: Legibly print the petitioner's email address in the bottom margin on Page 2, underneath Section F.**

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**Supporting Documentation to submit with your Petition:**

- ☐ **Very Important - Do not send** original documents with the petition! Photocopies are acceptable. Only submit the documentation that is required by this checklist. **Do not submit extraneous documentation, photos, bank/tax statements, etc.**
- ☐ **Official Translations.** Any supporting documentation that you provide that is in a language other than English must be accompanied by a complete English translation. The translation must be completed by an independent party. The party providing the translation must note that his/her work is accurate and that he/she is competent to translate. The full name of the translator, address and contact information is also required.
- ☐ **UK Residency Requirement:** The U.S. Citizenship and Immigration Services at the U.S. Embassy in London accepts I-130 petitions from U.S. Citizens who reside in our jurisdiction. All others will be forwarded to the appropriate USCIS Service Center in the United States. U.S. Citizens whose principal residence is not in our jurisdiction, **and/or** who have entered the United Kingdom as a temporary visitor/student/or with limited leave to enter and remain in the United Kingdom, must file the petition with the appropriate USCIS Service Center in the United States. We require evidence in the form of a photocopy of the leave to remain stamp in the petitioner's passport (must also include photo page of U.S. passport) or a letter from the Home Office confirming the petitioner's status in the United Kingdom. If you are a dual national you can provide a photocopy of the petitioner's UK passport photo page. U.S. active duty military should submit a photocopy of their PCS orders that assigned them to the United Kingdom.

- ❑ **Proof of United States Citizenship:** Preferably, a photocopy of your biographical page from your valid U.S. passport is sufficient. You may also provide your state issued birth certificate or naturalization certificate. A hospital birth certificate or military ID card is not acceptable.
- ❑ **Marriage Certificate:** Please provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between your mother and father.
- ❑ **Divorce Decree(s) or Death Certificate(s):** Please provide a death certificate or divorce decree (absolute or final) issued by a public authority to show that a public record exists of the death or of the termination of all prior marriage(s) for both your mother and father.
- ❑ **Record of Name Change:** If either you or the person you are filing for is using a name other than that shown on the relevant documents, you must provide legal documents that effected the change; e.g, marriage certificate, adoption decree, court order or Deed Poll.
- ❑ **Long Form Birth Certificate:** You must provide a copy of the your birth certificate showing the names of both parents.
- ❑ **Self-Addressed Stamped Envelope:** Please enclose a self-addressed stamped envelope large enough to contain all the materials you are sending to this office.
- ❑ **Fee:** The fee for each I-130 petition you file is **\$190.00**.  
**Do not mail cash, personal or traveller's checks.** The U.S. **\$190.00** fee must be in:
  - ❑ U.S. Cashier's Check; *(print full name and address of beneficiary on reverse side of check)*
  - ❑ U.S. Dollar Money Order; *(print full name and address of beneficiary on reverse side of check)*
  - ❑ International Bank Draft; *(print full name and address of beneficiary on reverse side of check)***Checks should be made payable to: U.S. DISBURSING OFFICER**
  - ❑ By credit card by downloading the Credit Card Payment Form on <http://london.usembassy.gov/dhs/uscis/i130filing.html>
- ❑ **Mail/post your petition to:**

**U.S. Citizenship & Immigration Services (I-130)**  
**American Embassy – London**  
**P.O. Box 2444**  
**London W1A 5WT**

## ORDER OF DOCUMENTS SUBMITTED

**You should submit your I-130 package in the following order with all documents STAPLED firmly together.**

- ☐ **On top** – Checklist for Petition for Alien Parent
- ☐ Credit Card Payment Form; Cashier's Check, International Bank Draft or Money Order;
- ☐ I-130 – Petition for Alien Relative
- ☐ Petitioner's proof of U.S. Citizenship (photo page from U.S. passport, Naturalization certificate, birth certificate);
- ☐ Petitioner's proof of residence in the United Kingdom (UK Entry Stamp, UK passport (if dual national) or PCS orders (if U.S. active duty military)
- ☐ Change of Name Deed Poll or Court Order for petitioner and beneficiary (if applicable)
- ☐ Marriage Certificate for your parents;
- ☐ Translated marriage certificate (if applicable)
- ☐ Divorce decree(s)/death certificate(s) for both parents previous marriages (if applicable)
- ☐ Translated divorce decree(s)/death certificate(s) for both parents previous marriages (if applicable)
- ☐ Long Form Birth Certificate for petitioner showing the names of both parents.
- ☐ Large self-addressed stamped envelope